

27 JAN 1984

MEMORANDUM FOR THE RECORD

SUBJECT: New Building Project

REFERENCE: Memo for C/NBPO/OL Fm AD/PP/OF dtd 16 Jan 84
Same Subject (ADP 11-84)

The following is in response to the several subjects dealt with in the referenced memorandum:

Conference Rooms in the New Building

As was done for the square footage per grade per officer, there is a programming guideline for the sizing of conference rooms. The guidelines are as follows:

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Registries in the New Building

There is presently a study being done by DDA/OIS of the possibility of consolidating registries. If this study affects your requirement in any way, the Office of Finance will be notified.

Bank Vault Requirements

Initially OF projected one 800 sq ft bank vault which would fulfill their 1987 needs. It has now been requested to double this requirement. Please verify this need. If it is necessary, are there to be two separate vaults or one large one?

Library

As a reminder, there is an OCR library facility in the complex. Please see if this library can support your needs.

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New Building Project Office
Office of Logistics

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